

JOB DESCRIPTION

Job Title	Senior Commissioning Officer		
Directorate	Adults and Health		
Reporting to	Service Manager Commissioning		
Grade	9		
Evaluation ref:	AG1214	Job Family ref:	
Role purpose			
The Senior Commissioning Officer plays a key role within the Adults and Health directorate by leading and managing the full commissioning cycle to ensure high-quality, sustainable services that meet the current and future needs of the community. Working closely with the Service Manager and wider team, the postholder develops and delivers commissioning work programmes aligned to strategic objectives. This includes gathering and analysing qualitative and quantitative evidence, understanding market capability, and evaluating service effectiveness to inform robust, evidence-based recommendations for decision-makers. The role is responsible for translating strategic priorities into effective service design and delivery, including specifying service requirements, overseeing procurement processes, and ensuring successful mobilisation or decommissioning of services. The postholder works collaboratively with internal and external stakeholders to ensure outcomes are achieved, contracts are effectively managed, and continuous improvement is embedded. In doing so, the Senior Commissioning Officer contributes to strengthening commissioning practice across the Council and its partners, while promoting equality, diversity and inclusion in service development and delivery.			
Accountabilities			
Work with the (Service Manager) and other team members to develop a shared understanding of the specific objectives set for the Service and to design/implement a work programme that will deliver them. Undertake the full range of tasks within the commissioning process.			
Analysis			
• Gather qualitative and quantitative evidence and trends. • Understand the market and the extent to which it can meet needs. Understand financial data. Use the full range of qualitative and quantitative techniques available to evaluate the effectiveness or likely effectiveness of existing or alternative services against the full range of outcomes sought. • Use expert knowledge, co-production skills, and thorough in-depth and meaningful engagement and analyse with existing and potential service users and other stakeholders.			

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Design

- Specify the nature and scope of the services/provision required.
- Set the vision and context of area of commission, define outcomes and consider available options, resources, equality and risk implications. Research and analyse other organisations practice and consider how this could be applied within the Council where this would be beneficial. Produce clear and concise proposals and recommendations for consideration by decision makers, which achieve the range of outcomes sought within the budgetary constraints specified.
- Design the work programme to meet the range of service objectives delegated. Establish and build upon connections with related strands of work, initiatives and projects within the Service and the Council's wider commissioning function.
- Engage with senior officers/Members to assess and test outcomes to ensure acceptance.

Prepare

- Work with staff, providers and potential providers to ensure that the right services are available to meet current and future needs.
- Influence staff at senior levels within internal and external providers.

Implement

- Ensure that the right service is in place and that outcomes can be met.
- Ensure a highly structured approach is in place to manage tender or other procurement processes.
- Put in place appropriate Service Level Agreements or Contracts, governance structures, transition plans, and oversee the mobilisation of a service to 'go live' point or the de-mobilisation of a service no longer required.

Manage

- Ensure that outcomes, statutory requirements and contract terms are met. Check detail with authoritative sources to ensure the Council is not subject to legal challenge.
- Ensure action is taken to address risk of non-delivery. Manage the contract, the relationship with the supplier, define key performance indicators (KPIs) that enable success to be quantified and measured, and ensure that effective systems are in place to monitor KPIs and report on performance.
- Work with technical specialists in the public health team, to ensure that customers are at the heart of this process. Ensure continuous improvement and put in place structure programmes to meet these.
- Lead and facilitate an appropriate work programme with key stakeholders and partner organisations to enhance quality, value for money and achieve financial savings in commissioned services and co-produce ideas for new models of delivery.

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- Recommend changes to policy, procedures and practice and identify likely costs, timetable and resource implications and savings.
- Participate in all service commissioning.
- Play a key role in developing and sustaining the 'commissioning culture' within SC and partner agencies.

Contacts & Relationships

- Undertake an individual work programme aimed at delivering specific objectives delegated to the Service, which involves a high degree of self-management and project management (including overseeing the work of others when required).
- Work collaboratively with other officers within the Service and officers in other business areas of the Council, eg Operations, Customers and Communities, Business Development, and with partners and stakeholders. Maintain a network of peer professionals working within or related to the field of commissioning, both within the Council and wider. Represent the Council at inter-agency forums and events in a non-decision-making capacity, as required.
- Maintain effective working relationships with providers (internal or external), which involves being aware of and observing the boundaries of the commissioning relationship and establishing a basis for meaningful feedback and the practice of co-production. Communicate and demonstrate appropriate professional knowledge to achieve credibility in the role.
- Interact with Elected Members of the Council to make them aware of and involve them of commissioning issues that affect their communities.

Impact

- Public health ring fenced grant is £22.5m. Has influence within specific areas of the budget and on the deployment of commissioning budgets by developing reports and recommendations for the commissioning (or de-commissioning) of services. In conjunction with the Service Manager ensure that staff are deployed to best effect.
 - Help to negotiate and manage high value contracts and has a lead role in negotiating/managing medium/lower value contracts.
 - Key partnerships are varied and include the NHS, VCFSE sector, Police, and NHS England.
 - Attend partnership meetings to facilitate information exchange and help to develop partnership activity proposals.
- Has no direct line-management of staff but will help to matrix manage the activities of other staff through programme/project lead role(s).

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Knowledge / Experience / Skills / Qualifications			
	Essential	Desirable	
Knowledge			
The role holder must have a thorough understanding of the commissioning process and its application within the public sector.	X		
They should possess in-depth knowledge of market analysis techniques and the ability to evaluate service effectiveness.	X		
A comprehensive understanding of financial data and budget management is essential.	X		
An understanding of equality, diversity, and inclusion policies and their application in service delivery is crucial.	X		
Knowledge of public health principles and practices is highly desirable.		X	
Familiarity with the legal and regulatory framework governing public sector commissioning is important.		X	
Experience			
The role holder should have significant experience in leading and managing commissioning projects within the public sector.	X		
They must have a proven track record of working collaboratively with various stakeholders, including senior officers and partner agencies.	X		
Experience in managing tender or procurement processes and overseeing service mobilisation or de-mobilisation is essential.	X		
They should have experience in gathering and analysing qualitative and quantitative evidence to inform decision-making.	X		
Experience in developing and sustaining a commissioning culture within an organization is desirable.		X	
Previous experience in public health or social care commissioning would be advantageous.		X	
Qualifications / Registrations / Certifications			
A relevant degree or professional qualification in public health, social care, or a related field is essential.	X		
Training in equality, diversity, and inclusion practices is essential.	X		
Additional certifications in project management or commissioning are highly desirable.		X	

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Continuous professional development in areas related to commissioning and public sector management is important.		X	
Membership in relevant professional bodies or associations is advantageous.		X	
Advanced qualifications in financial management or market analysis are desirable.		X	
Skills			
The role holder must possess excellent analytical and problem-solving skills to evaluate service effectiveness and make informed decisions.	X		
Strong project management skills are essential to design and implement work programmes effectively.	X		
They should have exceptional communication and interpersonal skills to engage with stakeholders and build collaborative relationships.	X		
The ability to influence and negotiate with senior staff and external providers is crucial	X		
Proficiency in using qualitative and quantitative techniques for market analysis is important.	X		
Strong organisational skills and the ability to manage multiple tasks and priorities are essential.	X		
Working Conditions			
Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport. This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions: • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position			

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Corporate Responsibilities

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Date: